

# California Department of Veterans Affairs



*Serving Veterans Since 1946*

**Classification:** **Office Assistant (Typing) (\$1908-\$2515)**  
**Permanent, Full-Time**

**Location:** Reception – Front Lobby  
Veterans Home of California, Chula Vista  
Chula Vista, CA

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. **SROA/SURPLUS PROVISIONS APPLY.**

**Duties and Responsibilities:** *Under direct supervision from the Chief of Medical Administrative Services:*

- Answer all incoming calls using the Home's current telephone/communication system and transfer calls as required. Relate information as requested. Page staff members, physicians for business related purposes. Monitor various alarm systems, including fire alarms, and alerts appropriate departments.
- Receive, sort and distribute U.S. Mail plus interoffice mail. Sign for and receive express mail, certified mail and return same. Post Social Security and VA checks after cashier brings from mailroom. Maintain patient roster to show current level of care of all residents and patients posting changes on daily basis to assure prompt mail delivery.
- Responsible for maintenance and refilling of postage machine. Maintain inventory for mailroom stock, supervising replenishment of supplies. Operate mailroom equipment.
- Perform various clerical duties for MAS Department as needs arise. Aids in resident and visitor assistance at front counter during hours of operation.
- Cross train all resident employees to assist in mailroom and reception desk.

**Desirable Qualifications:**

- Strong communication and interpersonal skills.
- Ability to read and write English at a level required for successful job performance.
- Strong personal computer skills.
- Strong typing skills.
- Ability to follow oral and written directions.
- Ability to operate various office machines.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Veterans Home of California, Chula Vista  
700 East Naples Court  
Chula Vista, CA 91911  
**Attn: Pam Aikman**

**Inquiries:**

Voice: (619) 482-6027  
TDD: (916) 653-1966

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